



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

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COMNAVRESFORCOMNOTE 4491
N4
20 Jun 2023

COMNAVRESFORCOM NOTICE 4491

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND IMMUNIZATION
PROCUREMENT PROCEDURES

Ref: (a) NAVSUP P485
(b) DLM 4000.25-1
(c) COMNAVRESFORINST 4000.1

1. Purpose. To provide procedures for the procurement of immunizations for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) subordinate commands.

2. Action. Per references (a) through (c), Commanding Officers (COs) are authorized to requisition immunizations using Military Standard Requisitioning and Issue Procedures (MILSTRIP) in accordance with all procurement policies and procedures including:

- a. Authorized use of Priority Designator 03.
- b. All requisitions must be entered into appropriate financial reporting system to record appropriate obligation to the official accounting record.
- c. All receipts must be processed in a timely manner.
- d. Follow enclosed instructions with the shipment for returning refrigerated temperature monitors to Defense Logistics Agency-Troop Support (DLA-TS) Medical.
- e. Do not immediately dispose immunizations in the event the temperature monitor displays an alarm bell, but rather follow enclosed instructions and contact DLA-TS.
- f. It is a best practice to stock up on cold storage immunizations during the fall, winter, and spring months to minimize ordering during the summer months. Ambient outside temperatures above 86 degrees Fahrenheit can negatively affect cold chain management procedures.

3. Roles and Responsibilities

a. Commanding Officer. Personally accountable for strict adherence to all procurement policies and procedures.

b. Medical Department Head. Responsible for planning all non-influenza immunization procurement requirements in line with Reserve Region Readiness and Mobilization Command (REDCOM) and COMNAVRESFORCOM Medical Department (N9) guidance. Provide the Supply Department with all required documentation to include a purchase request signed by the CO.

c. Supply Department. Responsible for utilizing MILSTRIP on all requisitions that can be filled through the stock system. This will require account access to One Touch Support, Electronic Catalog (ECAT) or Federal Mall (FEDMALL). One Touch Support, ECAT or FEDMALL must be utilized to cross reference the unit of issue and Quantity per Unit Pack (QUP) to validate medical department ordering quantities. For registration and access to ECAT visit: <https://www.medical.dla.mil/Portal/ECAT/EcatHome.aspx>. A list of National Stock Numbers (NSNs) and National Drug Code (NDC) numbers are provided below to facilitate procurement. Contact respective REDCOM or COMNAVRESFORCOM N9 for further clarification on immunizations requirements.

COMMON NAME	NSN	NDC	NOTES
Epinephrine Auto Injector 0.3mg	6505-01-599-0353	49502-0500-02	2
Hep A; Havrix; 10 Pre-filled Syringes	6505-01-599-7771	58160-0826-52	2
Japanese Encephalitis Vaccine; Ixiaro; 1 Syringe	6505-01-607-7018	42515-0002-01	2
Measles Mumps & Rubella	6505-00-165-6519	00006-4681-00	1
Meningococcal; Maneveo; Over 55; 5 Vials	6505-01-582-5875	58160-0955-09	2
Meningococcal Groups A, C, Y, W Conjugate Vaccine; 10 MCG/0.5 ML	6505-01-705-0034	49281-0590-05	4
Polio Virus Vaccine Inactivated USP	6505-01-491-0528	49281-0860-10	1
Tetanus Diphtheria w/Pertussis	6505-01-537-5692	49281-0400-10	1
Tetanus Diphtheria; Tenivac; 10 Pre-filled Syringes	6505-01-526-7958	49281-0215-15	1, 3, 5
Tuberculin PPD; Aplisol; 1 Vial of 5 ML	6505-00-105-0102	42023-0104-05	1
TwinRix Vaccine; Hep A/B; 10 Pre-filled Syringes	6505-01-632-2192	58160-0815-52	1
Typhoid V1 Polysaccharide Vaccine	6505-01-385-6328	49281-0790-20	1

Notes:

- (1) Available from the Fleet Pharmaceutical Prime Vendor (PPV) contract.
- (2) Not available from the Fleet PPV but available through ECAT or the supply system.
- (3) Available from ECAT.
- (4) Available from FEDMALL.

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(5) When temporarily unavailable, vial formulation substitution NSN 6505-01-663-2617 (NDC: 49281021510).

4. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



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Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFOR website <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>